



APLE for District Interns

Coordinator's Guide and Forms for 2008-09 Academic Year



Assumption Program of Loans for Education

The California Student Aid Commission (Commission) is pleased to distribute the 2008-09 application packet for District Interns wishing to participate in the Assumption Program of Loans for Education (APLE).

California's Commission on Teacher Credentialing (CTC)-approved District Intern Programs are responsible for soliciting interested district interns. As such, the allocations of 100 APLE for District Interns are distributed among the 10 CTC-approved District Intern Program offices. Each District Intern Program receives at least one application; the rest are allocated based on the number of district interns who were fully credentialed during the previous year. The number of allocations assigned to your program is indicated in the upper right-hand corner of the Application and Selection Summary Sheet enclosed in this Application/Nomination Packet. The designated number of applications for your program should be included in the packet. If more applications are needed, you can make copies, go to the Commission Web site at csac.ca.gov, or request more from the Commission.

The Commission will reallocate any unused allocations to those programs that indicate a need for additional allocations. Therefore, submit any applications to be considered for reallocation along with the applications for the initial allocation. For more information on the reallocation process, please refer to the "Reallocation of Unused Applications" section on page 7.

The Application/Nomination Packet includes the following information and forms to assist you in the application and nomination process:

- 2008-09 APLE for District Interns Coordinator's Guide
- Application and Selection Summary Sheet
- Reallocation Summary Sheet
- APLE for District Interns Application(s)

The Commission will continue to accept applications if unused allocations are available. You may continue accepting eligible applications until notified by the Commission.

APLE for District Interns 2008-09 Coordinator's Guide

Please refer to the following guidelines when reviewing, selecting and submitting new applications for the 2008-09 APLE for District Interns.

Program Information

The APLE for District Interns is a competitive teacher incentive program designed to encourage district intern participants to become fully credentialed teachers.

Under the provisions of the APLE, the Commission may assume up to \$11,000* in outstanding educational loans in return for up to four consecutive years of full-time eligible teaching service in a California K-12 public school.

Participants must first complete coursework for a preliminary or clear credential and agree to teach in either:

- ◆ a designated subject-shortage area identified annually by the State Superintendent of Public Instruction. Current subject-shortage areas include: math; science; foreign language, agriculture, business and education specialist instruction, computer science, music, reading,
- ◆ schools serving a large population of students from low-income families as designated by the Superintendent of Public Instruction, *or*
- ◆ a State Special school, a school serving rural areas, a low-performing school (ranked below the 50th percentile of the Academic Performance Index), or a school where there is a high percentage of teachers holding emergency permits.

**APLE participants who agree to, and provide, four years of consecutive teaching service in math, science, or special education may receive \$1,000 of additional loan assumption benefits each year. Another \$1,000 of benefits may be received by persons who teach math, science, or education specialist instruction in a school ranked in the lowest 20 percentile of the API.*

Application Distribution

The Commission will distribute 100 APLE applications to participating District Intern Program offices for the 2008-09 academic year. Each District Intern Program will receive at least one application. The remaining applications are distributed among eligible District Intern Programs based on the number of interns from each district program who were fully credentialed during the previous year.

Loan Assumption Agreement

Each eligible applicant must sign a *Loan Assumption Agreement* (LAA) (see page 4). The LAA is an agreement, which stipulates that the Commission will authorize loan assumption payments, provided the participant:

- (a) provides four consecutive years of teaching service in the area indicated on the LAA, *and*
- (b) complies with all other program requirements.

The teaching service area on the LAA cannot be changed without the written approval of the Commission.

Eligibility Criteria

New applicants must meet the following criteria:

- ◆ be a legal California resident,
- ◆ have a baccalaureate degree, *and*

APLE for District Interns 2008-09 Coordinator's Guide, cont'd

Eligibility Criteria, continued

- ◆ have passed the CBEST
- ◆ have *not* completed all of the coursework necessary to obtain an initial teaching credential (preliminary/clear), unless the candidate has an initial teaching credential *and* is pursuing a specialist credential, required for teaching special education or reading and language arts,
- ◆ have been approved to participate in a CTC-approved District Intern Program leading to a full teaching credential,
- ◆ have received, or have been approved to receive, educational loans issued to students through institutions of higher education or through school districts for the purpose of defraying the cost of obtaining a teaching credential.
- ◆ have no repayment obligation for any state or federal educational grants and be in good standing with repayment of any state or federally insured educational loans, *and*
- ◆ maintain a course of study required by the District Intern Program.

Applicant Selection

Coordinators must provide the following documents to *all eligible* district interns:

- ◆ APLE for District Interns Application, *and*
- ◆ APLE for District Interns Brochure

District Offices should allow all students to submit applications to the District Intern Program, if they meet the APLE eligibility criteria.

District offices may develop additional selection criteria and procedures prior to sending the nominations to the Commission. Selection criteria should not be so restrictive that the initial allocation cannot be met.

The APLE guidelines require that in addition to meeting the APLE eligibility criteria, selected applicants must be judged by the district office as having outstanding ability on the basis of criteria that may include, but need not be limited to, the following:

- ◆ grade point average
- ◆ test scores
- ◆ faculty recommendations
- ◆ interviews
- ◆ other recommendations

Coordinators should inform district interns of the office's selection criteria, procedures, and all application deadlines.

Once selected applications and forms have been reviewed for accuracy and completeness, Coordinators must list each applicant's name, Social Security number, and teaching service area on the reverse side of the *Application and Selection Summary Sheet*. The same steps must be taken for the applications submitted for potential reallocation, using the *Reallocation Selection and Summary Sheet*.

Questions? Contact the Commission-

If you have any questions that are not addressed in the information above, please contact the Commission's Specialized Programs Operations Branch.

Call us toll free at: (888) 224-7268, option 3, Monday through Friday, between 8:00 a.m. and 4:50 p.m.

Write to us at:

California Student Aid Commission
Attn: APLE for District Interns
P.O. Box 419029
Rancho Cordova, CA 95741-9029.

APLE for District Interns 2008-09 Coordinator's Guide, cont'd

Submitting Applications

Coordinators must submit all of the following documents by the priority filing date of November 30, 2008:

- ◆ *Application and Selection Summary Sheet*
- ◆ *APLE for District Interns Applications*—for each applicant listed on the summary sheet, *and*
- ◆ *APLE for District Intern Reallocation Selection and Summary Sheet* (including the applications for those listed on the G-171R sheet)

The Commission will issue a LAA to each eligible and selected applicant. The applicant **must** sign and return the LAA to the Commission to be certified as a participant in the APLE. The Commission will mail a list of participants to each district office after all the allocations have been filled.

Expediting the reallocation process: If your office utilized its entire initial allocation and you indicated additional need, you must submit a completed application for each of the additional applicants and a *Reallocation Selection and Summary Sheet* (G-171R) prior to being considered for reallocations.

Applications submitted with the *Reallocation Selection and Summary Sheet* may also be used to replace ineligible applications submitted through the initial allocation process. All reallocated applications will be selected based on the priority you indicated in the Reallocation Selection and Summary Sheet.

2007-08 Eligible District Intern Programs-

Compton District Intern Program

Compton Unified School District
Rochell Johnson-Evans
501 S. Santa Fe
Compton, CA 90221
(310) 639-4321 ext. 66686

High Tech High

District Intern Program
Jennifer Husbans
2861 Womble Road
San Diego, CA 92106
(619) 398-8624

Los Angeles Unified School District

District Intern Program
Bob Cox, Assistant Director
333 South Beaudry Ave., 15th Floor
Los Angeles, CA 90017
(213) 241-5581

Ontario-Montclair School District

Teacher Development Program
Beverly Foreman
1515 S. Bon View Avenue
Ontario, CA 91761
(909) 930-6776

Orange County Department of Education

Orange County Consortium
District Intern Program
Susana Fernandez
200 Kalmus Drive
Costa Mesa, CA 92628
(714) 966-4457

Project Impact

San Joaquin County Office of Education
Dr. Catherine Kearney, Director
2901 Arch-Airport Road
P.O. Box 213030
Stockton, CA 95213-9030
(209) 468-9116

Project Pipeline

Patti Landaker
2035 Hurley Way, Suite 200
Sacramento, CA 95825
(916) 924-8633 Ext. 106

San Diego Unified School District

General Education Teacher Intern Program
Janice Parkinson
818 Santa Barbara Place
San Diego, CA 92109
(858) 539-5330

San Diego Unified School District

Special Education Intern Program
Geri Brown, Program Manager
Wiggin Center, Room B9
4350 Mt. Everest Blvd.
San Diego, CA 92117-4847
(858) 496-1896

Stanislaus County Office of Education

District Intern Program
Kandy Woerz
1100 H Street
Modesto, CA 95354
(209) 525-4926



2008-09 APLE for District Interns Application and Selection Summary Sheet

To be completed by the APLE for District Interns Coordinator. *Please submit by November 30, 2008.*

1. Indicate the number of district interns who **competed** for the 2008-09 APLE: _____
2. Indicate the number of district interns who met your program's selection criteria: _____
3. Indicate the number of district interns who were selected as applicants: _____

Be sure to list all selected applicants on page 6 and attach a complete application for each person.

4. To help determine the number of reallocation applicants, indicate the number of applicants who were listed in Item #2 above, but not included in Item #3, (i.e. subtract #3 from #2) and record here. _____
5. Based on the figure you provided in item #4 – If additional applications become available through reallocation, how many could your program use? List the applicants on the *Reallocation Selection and Summary Sheet* (G-171R), page 7, and attach the applications to the form.
6. Indicate the criteria your program used in selecting applicants: (Check all that apply)

_____ Test Scores	_____ Faculty Recommendation	Other (specify) _____
_____ Interview	_____ Extra Curricular	_____
_____ Essay	_____ Volunteer Work	_____
_____ Grade Point Average (GPA)		
7. If your program uses the GPA as a selection criterion, please indicate the cutoff GPA score: _____

By my signature,

- I am enclosing an **APLE for District Intern Application** for each applicant.
- I have verified that each applicant meets the program eligibility requirements.
- I have verified that the applicants' credential objectives are compatible with their designated teaching subject areas.
- I understand that these applications will undergo further review by the California Student Aid Commission and only those applicants who meet all program requirements will be permitted to participate in APLE for District Intern.

School Name

Signature

Title

Print Name

Email Address

Telephone Number (Ext.)

Date

Please return this form and the applications to:
California Student Aid Commission
Attn: Specialized Programs Operations Branch
P.O. Box 419029
Rancho Cordova, CA 95741-9029

APPLE for District Interns 2008-09 Selected Applicants

List those applicants who are eligible in priority order, with the first name being the highest priority. The Commission will select applicants based on the priority you have assigned.

School Name: _____

NAME	SOCIAL SECURITY #	TEACHING SERVICE AREA
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____
9. _____	_____	_____
10. _____	_____	_____
11. _____	_____	_____
12. _____	_____	_____
13. _____	_____	_____
14. _____	_____	_____
15. _____	_____	_____
16. _____	_____	_____
17. _____	_____	_____
18. _____	_____	_____
19. _____	_____	_____
20. _____	_____	_____
21. _____	_____	_____
22. _____	_____	_____
23. _____	_____	_____
24. _____	_____	_____
25. _____	_____	_____

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2008-09 *Reallocation* Selection and Summary Sheet

(G-171 R)

List applicants who are eligible for reallocated applications in priority order, with #1 being the highest priority. Be sure to include applications for **all pending** reallocation recipients. The Commission selects applicants based on the priority you have assigned.

School Name: _____

NAME	SOCIAL SECURITY #	TEACHING SERVICE AREA
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____
9. _____	_____	_____
10. _____	_____	_____
11. _____	_____	_____
12. _____	_____	_____
13. _____	_____	_____
14. _____	_____	_____
15. _____	_____	_____
16. _____	_____	_____
17. _____	_____	_____
18. _____	_____	_____
19. _____	_____	_____
20. _____	_____	_____
21. _____	_____	_____
22. _____	_____	_____
23. _____	_____	_____
24. _____	_____	_____
25. _____	_____	_____
26. _____	_____	_____
27. _____	_____	_____
28. _____	_____	_____
29. _____	_____	_____
30. _____	_____	_____

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